

TO: Group Commanders, Group Operations Officers, Group Finance Staff

INFO COPY TO: Mission Management Staff and Aircrew Personnel

Subject: **Financial Responsibility for Aircraft Operations**

1. This letter serves as a reminder of the necessity for Group Commanders, Operations Officers, and Finance Officers to exhibit diligence in accounting for **each hour** of flight time flown on Corporate Aircraft.

2. At the start of a new month, the documentation from the aircraft binder needs to be retrieved for the previous month's flying activity.

-By the 5th of each month, Aircraft data must be submitted using the NY Wing Web page:

www.nywg.cap.gov

Ops/ES/CD tab

Operations Page tab

Link to Monthly Operations Reporting tab

The web form allows the fill-in of aircraft hours by category, start/ending hobbs & tach time, number of days aircraft out of service, and other key milestone figures. The Web form allows for calculation of the Dollar amount that is owed NY wing for B & C Category Hours. It is important to fill-in all data, not just the flight hours.

-By the 15th of the month, a complete written report should be mailed to Wing Hq containing:

-Copy of Form 6 Aircraft Report (can be printed from Web Submission)

-NER Form 2 Aircraft Log Sheets

-CAPF 99 Flight Release Sheets

-CAPF 108 forms **for each hour** of A category reimbursable flight time

-**Check** Payable to HQ New York Wing **for all B & C category** Flight hours

-Explanation of any B8 or B8m hours not paid, along with authorizing individual

3. Effective 1 January 2001, the hourly rate paid to NY Wing for Corporate Aircraft Flights under the non-reimbursable B and C categories is:

C-172 Aircraft (regardless of type of C-172) \$ 40.00

C-182 Aircraft \$ 50.00

Glider (not counting tow plane) \$ 5.00

4. For flights flown under the **A category (reimbursable missions)**, the rates established by CAP-USAF that are to be used on CAP Form 108 are:

C-172 Aircraft \$ 50.00

C-182 Aircraft \$ 60.00

Note1: All **A3 Counter Drug Missions** also require that **15% be added** to each Form 108 line item. This 15% is placed under the **"J" Administrative Cost Column** on the Form 108.

Note2: All A6 **AFROTC Orientation Flights** must separate transport time to/from orientation airport. Transport costs are calculated and placed in Block K (Other) of the CAP Form 108 IAW Joint CAP-AF ROTC Operating Instruction.

5. The Current Version of CAP Form 108 is dated **March 00**. Please note that many electronic versions of the Form 108 have been created by well intentioned individuals. Since the USAF now uses Document Scanning and Optical Character Recognition on Form 108s received from Wing, the proper version of the CAP Form 108 must be used. This proper version of the Form 108 has eleven (11) lines for data entry. Non-standard forms and hand written forms are rejected by the scanner and are subsequently sent back to the wing to be typed over.

Some Simple Guidelines to follow:

-CAP Form 108 dated March 00 is the correct version of the form

-Entries to CAP Form must be typed or computer generated

-The Proper electronic version of the CAP Form 108 can be downloaded from the CAP Web Site

(www.capnhq.cap.gov)

- The Block 3 Claimant is Hq New York Wing CAP
- The block 4 Address is 817 Stewart Ave (rear) Garden City, New York 11530
 - Do Not sign the Form 108. The signature block is for the Wing Commander
- All CAP Form 108s submitted for Counterdrug (symbol A3) missions must have a copy of the CAPF 84 CD Flight Plan attached

-A single original copy of CAP Form 108 is to be sent to the Wing Headquarters Attention: **"Operations Section Finance-Mission Reimbursement"** as the reimbursement document needs to be logged and forwarded on to higher channels and the USAF for payment. All other copies (duplicates) mailed to various directorates should be labeled **"Copy, original forwarded to NY Wing"**

6. CAP Form 5 and Form 91 standardization flights reimbursable under the A7 Category are for Pilots who are **current CAP Mission Rated Pilots and pilots taking their qualifying mission pilot F91 check ride only**. The Mission number for January to March 2001 for these flights is CR-01-NY-07 for (Note that this mission number changes quarterly). Effective January 2001, USAF NELR has advised that initial qualifying flights for scanners and observers will also be covered under this mission symbol. This would be the qualifying flight where the individual takes their flight demonstrating their competence to a qualified rated observer/scanner who signs off the individual's application for the ES 101 card as a scanner or observer. **The name of the pilot, observer, or scanner receiving the standardization flight must be placed on the CAP Form 108 in one of the blank columns.**

Note: All other CAPF 5 standardization flights for non-mission pilots are B18 category flights.

7. The Reverse of the Form 108 contains instructions on completing the form. The first instruction listed, is that "All Pilots flying on USAF authorized reimbursable missions MUST SUBMIT a CAP Form 108...." This becomes an issue of Pilot Culture and training of individuals (or re-training as necessary). Although the pilot is required to fill out the form (and it must be type written or computer generated), Group commanders, Operations officers and Finance Officers should be involved as a level of screening and oversight. All too often diligence is not exercised in completing and submitting Form 108s for reimbursable missions flown. Financial irresponsibility is grounds for termination in CAP.

A suggestion

- For each Reimbursable Mission, Completed CAPF 108 should be completed and three hole punched and placed behind the Aircraft Log Form in the Aircraft Binder. When the monthly documents are retrieved, the form 108s will be right there.
- Separate CAPF 108 is required for each separate mission (listing the mission number)
- Each line entry in the Aircraft log for a reimbursable mission, should be reflected as a line entry on CAP Form 108 (so Auditors can easily review the documents)
- Staff completing the monthly written report should screen the documents to insure all hours are accounted for.

-Remember various staff directorates get duplicates of the Form 108s. Mark the duplicates **"Copy only- original forwarded to NY Wing "Operations Section Finance-Mission Reimbursement"** and send one copy of the original to NY Wing headquarters for payment processing as outlined above.

8. Civil Air Patrol is undergoing a transition. During this transition, there is a great deal of scrutiny by auditors from the USAF, DOD and Congress. If one considers the preparation of reports and supporting documents, with the fact that these documents will under go the scrutiny of an audit, completeness and detail are critical.

It should also be noted, that in this era of increasing "Cost-to-do-Business" regarding fuel, replacement parts and maintenance labor, every reimbursable dollar possible, must be applied for. Extra diligence is asked from all members involved in the process. Please share this with all staff, aircrew personnel and unit members.

FOR THE COMMANDER

<signed>

Steven J. Perta
Vice Commander/North
Acting Operations Director
New York Wing